

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>02.04.060</b>	PAGE 1 of 2
	<b>Policy and Procedure</b>		EFFECTIVE DATE March 21, 2014	
SUBJECT <b>Extra Mile Award</b>		SUPERSEDES <b>New</b>	DATED	
CHAPTER <b>Administration</b>	SECTION <b>Workforce Excellence</b>	APPROVED BY <b>Signature on File</b>		

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on the Extra Mile Award.

## POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) to acknowledge an employee or group of employees who surpasses expectations for exemplary public service by presenting the Extra Mile Award. Employees shall demonstrate the following but are not limited to:

- innovative techniques and methods
- outstanding leadership
- visionary thinking
- personal valor or bravery
- crisis management
- outstanding customer service

## PROCEDURE

Nominations for the Extra Mile Award will be submitted on the Extra Mile Award Nomination Form (see attachment) available on the Workforce Planning or Administrative Services Division intranet site and sent directly to the Executive Secretary of the Commissioner of DOT&PF.

The Commissioner of DOT&PF and a team of advisors will review the nominee form for approval and award a certificate or plaque to those approved with a letter from the Commissioner. A copy of the letter will go into the employee's file.

Delivery of the award may vary based on employee location and availability of staff.

ATTACHMENT:

Extra Mile Nomination Award Form

**AUTHORITY**

AAM 100.090

**IMPLEMENTATION RESPONSIBILITY**

The commissioner, through division directors and section chiefs, has overall authority to review nominees and make final decision on granting the Extra Mile Award.

**DISTRIBUTION**

All department employees via the DOT&PF website